



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name Administration

Date of Report January 27, 2017 **Reporting Period** Dec 2016-Jan 2017

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster, and personalized.

Prepared a SMART update for the council summarizing the streamlining of the purchase requisition and purchase order process. Reviewed and still on-going are the issues with billing and service connectivity with Verizon. Finance Accounts Payable Specialist instructed to pay invoices as they arrive; departments instructed to prepare one purchase requisition for multiple services/orders with one vendor to reduce paper and staff time. Reviewed registration payments received to date for vacant lots and vacant buildings. It appears that a significant payment for several lots owned by Gault LLC on Addison Road was missing in the amount of \$11,000+

Analyze department improvements that are needed and/or achieved based on the Smart City model.

Some staff need to understand the importance of appearances and presenting a posture of excellence in the office.

Indicate problems identified, barriers encountered and solutions reached.

Still working with Verizon; held a 90-minute conference call with top management and the assistant treasurer who has been diligent in providing back up documentation of billing issues. Ms. Garner has also been very supportive providing data of outages at public works. May have to get the attorney to get with Verizon attorney for a meeting if we cannot reach an agreement and the issues are not resolved by the next monthly reporting period.

Possible litigation (related to another Verizon issue. Working with both LGIT and City Attorney.

Identify goals for the next reporting period.

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal _____% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

FY____ Budget (Previous Year)	FY ____Budget (Current Year)	FY ____Actual (Current Year)

Expenditures

Line Item _____

Currently within budget on all line items..

FY____ Budget (Previous Year)	FY ____Budget (Current Year)	FY ____Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.